

Position Description

Grounds and Maintenance Officer

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child's potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

							
SERVICE	PROFESSIONALISM	TRUST	RESPECT	COLLABORATION & ENGAGEMENT	HONESTY & INTEGRITY	COURAGE & TENACITY	SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

Grounds and Maintenance Officer is responsible for the provision of an effective and efficient facilities and grounds maintenance service and assisting with the planning and development of the site.

Position title	Grounds and Maintenance Officer
Classification	GSE3
Division	Schools and Preschools
Directorate	Wiltja Boarding
Location	111-125 Folland Ave, Lightsview
Reports to	Manager and Office Manager, Wiltja Boarding
Direct reports	Nil
Role description date	April 2026

What you will do (key outcomes)

1. Completing facilities and grounds and maintenance tasks as required.
2. Performing general gardening duties including preparation and maintenance of gardens, lawns, recreation areas.
3. Overseeing pool facilities and maintenance of the pool.
4. Maintaining paths, courtyards, open spaces, watering and fertilising lawns and gardens.
5. Undertaking routine maintenance of machinery and tools.
6. Logging maintenance procedures undertaken and establishing priorities for further maintenance, prioritising work.
7. Planning internal preventative maintenance on weekly basis and producing weekly reports.
8. Emergency site cleaning, driving buses to inspections, driving students to school and assisting in shifting, set-up and removal of furniture and equipment.

The capabilities you will bring (key competencies)


- **Interpersonal skills:** Proven ability to work with minimal supervision, organize own workload and priorities and demonstrate a degree of personal incentive.
- **Communication and Stakeholder Engagement:** The ability to communicate and work appropriately with people of different backgrounds.
- **Project Management:** Ability in managing a workload with changing priorities.
- **Service Delivery:** Ability to assist with the development of programs to maintain and develop facilities and grounds.
- **Specialist knowledge:** Experience in the maintenance of facilities and grounds.
- **Promoting a Safe & Inclusive Work Environment:** Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment, and the legislative requirements of Equal Opportunity and Work, Health and Safety legislation.

Who you will work with (key relationships)	Qualifications
<p>Direct working relationship:</p> <ul style="list-style-type: none"> • Reports to the Manager, Wiltja Boarding <p>Internal working relationships</p> <ul style="list-style-type: none"> • Works collaboratively with Wiltja Boarding staff 	<p>Essential: Nil</p> <p>Desirable: Current LR Licence Swimming Pool Plant Operators Certificate</p>

Corporate responsibilities	Special conditions
<p>Keep accurate and complete records</p> <p>Act appropriately in line with the Public Sector Code of Ethics at all times</p>	<p>You need a current driver's license and be willing to drive</p> <p>You may be asked to work out of hours</p>

OFFICIAL

Support diversity and promote an inclusive workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements	You may need to travel within or outside South Australia You need to achieve mutually agreed performance goals You must have a current Working with Children Check You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training You must be an Australian resident or provide evidence you have a current work permit
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Assessed by: Valentina Lopez, People & Culture Advisor	<i>Valentina L</i>	Approved by: Mat Charleston, Acting Education Director	
Date: April, 2026		Date: December, 2025	

